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Agency-Wide Pandemic Planning Matrix

Federal Gov't Phases	Phases 0 & 1		Phases 2		Phase 3	Phase 4	Phase 5	Phases 6
WHO / CDC	Phases 1 & 2 Inter-pandemic Stage	Phase 3 Pandemic Alert Period	Phase 4 Human-to-Human Transmission	Phase 5 Pandemic Period	Phases 6 Pandemic Period			
TVA / NEI	Phase 1 Pandemic Alert		Phase 2 Localized Human-to-Human	Phase 3 General Outbreak	Phases 4 Maximum Disruption			Phase 5 Recovery / Preparation for Subsequent Waves
Phase Triggers	Pandemic Identification		Confirmed Human-to-Human Worldwide Case (s)	Widespread Outbreak Worldwide	Confirmed Human Case (s) in North America			U. S. Outbreak Subsided to Residual Levels
INFORMATION SERVICES	Business as usual		Business as usual	Business as usual	Operate required IT systems and infrastructure onsite and from home.			Restore normal operations and return to business as usual.
	Prepare for work from home pandemic support		Prepare for work from home pandemic support	Complete preparation for work from home pandemic support.	Support work from home pandemic support.			
	Work with SBUs to perform a tele-work gap analysis		Complete work on infrastructure to support work from home scenario.		Disengage efforts on O&M and Capital Projects.			
	Prepare gap analysis for infrastructure to support work from home scenario		Provision equipment as needed		Activate Network Corporate Contingency Plan id necessary.			
	Explore options to enhance services where required		Train IS support personnel for increased demand based on work from home scenario.		Engage outside support services where staffing is considered one deep.			
	Develop plan for equipment provisioning where needed		Train and drill ESWH personnel in use of IT equipment, connectivity issues and support resources.					
	Complete list essential functions by job site and title		Review Y2K plan for food & consumables.					
	Make staffing list available to management							
	Develop contingency plans for where one deep staffing impacts capabilities							
	Determine if sequestering of essential functions will be necessary							
	Complete communication plan and processes to coordinate with Core Team Communication Plan.							

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HUMAN RESOURCES	<p>Review policies and labor agreements to identify any changes needed.</p> <p>Maintain awareness of any changes to OPM leave policies that affect TVA.</p> <p>Analyze survivor benefits processing workflow, and develop pandemic contingency plan if applicable.</p> <p>Review and revise HR Death in Service proactive to meet the challenges of a pandemic.</p> <p>Develop a statement on telecommuting for issue in Phase 2. Coordinate to ensure consistency with TVA policy.</p> <p>Develop statement on business travel to be issued in Phase 2.</p> <p>Develop statement on meetings to be issued in Phase 2.</p> <p>Develop FAQs for all phases.</p> <p>Issue Phase 1 FAQs.</p>		<p>Issue Phase 2 FAQs.</p> <p>Maintain awareness of any changes to OPM leave policies that affect TVA.</p>	<p>Issue Phase 3 FAQs.</p> <p>Implement contingency process for survivors' benefits. If applicable.</p>	<p>Issue Phase 4 FAQs.</p> <p>Implement contingency process for survivors benefits. If applicable.</p> <p>Maintain awareness of any changes to OPM leave policies that affect TVA.</p>			<p>Issue Phase 5 FAQs.</p> <p>Implement contingency process for survivors benefits. If applicable.</p> <p>Maintain awareness of any changes to OPM leave policies that affect TVA.</p>

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OCCUPATIONAL HEALTH	Monitor CDC & WHO for updates and recommendations.		Monitor CDC & WHO for updates and recommendations.	Monitor CDC & WHO for updates and recommendations.	Monitor CDC & WHO for updates and recommendations.		Monitor CDC & WHO for updates and recommendations.	
	Review current health and medical recommendations (re-Hygiene, PPE, social distancing, etc.) Work with PPT to ensure proper items are purchased and information is distributed.		Review current health and medical recommendations (re-Hygiene, PPE, social distancing, etc.) Work with PPT to ensure proper items are purchased and information is distributed.	Review current health and medical recommendations (re-Hygiene, PPE, social distancing, etc.) Work with PPT to ensure proper items are purchased and information is distributed.	Review current health and medical recommendations (re-Hygiene, PPE, social distancing, etc.) Work with PPT to ensure proper items are purchased and information is distributed.		Review current health and medical recommendations (re-Hygiene, PPE, social distancing, etc.) Work with PPT to ensure proper items are purchased and information is distributed.	
	Maintain contact with various Federal, State and Local health officials.		Maintain contact with various Federal, State and Local health officials.	Maintain contact with various Federal, State and Local health officials.	Maintain contact with various Federal, State and Local health officials.		Maintain contact with various Federal, State and Local health officials.	
	Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.		Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.	Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.	Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.		Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.	
	Provide updates to management periodically or upon request.		Provide updates to management periodically or upon request.	Provide updates to management periodically or upon request.	Provide updates to management periodically or upon request.		Provide updates to management periodically or upon request.	
	Provide periodic updates to HR group.		Provide periodic updates to HR group.	Provide periodic updates to HR group.	Provide periodic updates to HR group.		Provide periodic updates to HR group.	
	Contact medical vendors and discuss pandemic plans.		Provide updates to management periodically or upon request.	Provide notification to GM of H&S when pandemic situation warrants a potential change in phase.	Provide updates to management periodically or upon request.		Provide updates to management periodically or upon request.	
	Contact EAP management and discuss pandemic plans.		Provide periodic updates to HR group.	Provide updates to management periodically or upon request.	Provide periodic updates to HR group.		Work with contract medical providers to ensure services are received as appropriate.	
	Contact EAP management and discuss role and assistance opportunities.		Continue contact with contract medical providers regarding pandemic plans.	Provide periodic updates to HR group.	Work with contract medical providers to ensure services are received as appropriate.		Work with EAP group to ensure employees and families services as appropriate.	
			Work with EAP group to ensure employees and families services as appropriate.	Continue contact with contract medical providers regarding pandemic plans.	Work with EAP group to ensure employees and families services as appropriate.			
			Work with EAP group to ensure employees and families services as appropriate.	Work with EAP group to ensure employees and families services as appropriate.				

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COMMUNICATIONS	<p>Provide general information to employees on how influenza is spread, nature of viruses, how to practice good personal hygiene, social distancing work practices.</p> <ul style="list-style-type: none"> Regular updates on TVA Today Flyers available for organization to post in key areas. Employee Service Center Employees trained to answer questions. Fact sheets posted on Inside Net. 		<p>Provide official notification of implementation of Phase 2.</p> <ul style="list-style-type: none"> Memo from CEO to Business Council <p>Update media talking points.</p> <p>Provide timely and relevant information to employees and onsite partners/contractors.</p> <ul style="list-style-type: none"> TVA Today, kiosk updates, Inside Net Communiqué to supervisors to cascade through organization to employees Update Employee Service Center training Develop exterior signs for Phase 4 for use by Facilities. Information for flyers/signs available to organizations. 	<p>Provide official notification of implementation of Phase 3.</p> <ul style="list-style-type: none"> Memo from CEO to Business Council <p>Update media talking points.</p> <p>Provide timely and relevant information to employees and onsite partners/contractors.</p> <ul style="list-style-type: none"> TVA Today, kiosk updates, Inside Net Communiqué to supervisors to cascade through organization to employees Update Employee Service Center training Develop exterior signs for Phase 4 for use by Facilities. Information for flyers/signs available to organizations. 	<p>Provide official notification of implementation of Phase 4.</p> <ul style="list-style-type: none"> Memo from CEO to Business Council <p>Update media talking points.</p> <p>Provide timely and relevant information to employees and onsite partners/contractors.</p> <ul style="list-style-type: none"> TVA Today, kiosk updates, Inside Net Communiqué to supervisors to cascade through organization to employees Update Employee Service Center training Information for flyers/signs available to organizations. 			<p>Provide official notification of implementation of Phase 5.</p> <ul style="list-style-type: none"> Memo from CEO to Business Council <p>Update media talking points.</p> <p>Provide timely and relevant information to employees and onsite partners/contractors.</p> <ul style="list-style-type: none"> TVA Today, kiosk updates, Inside Net Communiqué to supervisors to cascade through organization to employees Update Employee Service Center training Information for flyers/signs available to organizations.

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TVAP	<ul style="list-style-type: none"> Conduct pandemic planning Participate in TVA Pandemic exercise Conduct planning for patrols during pandemic, including how frequently to patrol un-staffed facilities. <p>Develop plans to switch card key access to holiday mode: if possible, keeping interior doors propped open to obviate the need the touch doors handles/ bars, etc.</p>		<ul style="list-style-type: none"> Update and revise plans as appropriate. Revisit our agreements with state and local law enforcement agencies Issue masks, hand sanitizer, gloves Review, refine plans and procedures. 	<ul style="list-style-type: none"> Cancel TVA employee / community training (CPR, First Aid, Defensive Driving, etc.) Allocate Patrol personnel to the most critical facilities, maintaining patrols of other facilities to the degree possible. Change how un-staffed facilities are patrolled. New employee Experience hiatus. Contractors processing curtailed. Implement contingency plans with local law enforcement. 	<ul style="list-style-type: none"> Access control to holiday mode (cardkey required). <ul style="list-style-type: none"> >> Employee to prop open internal doors >> Employee to use sliding glass doors when possible. Allocate patrol personnel to the most critical facilities. Reassign receptionists to other duties. <ul style="list-style-type: none"> >> Employees to escort essential visitors only: collect after-hours emergency contact information. Fingerprinting hiatus, assuming NEE and contractors processing is curtailed. ID photography hiatus, assuming NEE and contractors processing is curtailed. Request State and other resources based on the threat. 			<ul style="list-style-type: none"> Return access control to normal mode. Reallocate patrol personnel. Resume fingerprinting Resume photography. Reschedule training.

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FACILITIES MANAGEMENT	<p>Develop listing of FM essential functions and related staff levels.</p> <p>Develop individuals FM Business Unit's Pandemic Plan to support metro, non-metro, and PSO facilities (Mission critical and non-critical).</p> <p>Review FM staffing levels determine critical positions and identify bench strength for critical positions as appropriate.</p> <p>Request TVA's prioritized list of "Mission Critical" facilities and/or areas.</p> <p>Develop an FM employee Personal Protective Equipment Plan identifying supplies (e.g. masks, gloves, hand sanitizers, etc.).</p> <p>Develop FM Critical Supply Stockpile Plan-coordinating with vendors and procurement.</p> <p>Develop new or supplement existing contracts for all labor and services necessary to support FM Pandemic Plan working with Procurement,</p> <p>Develop additional funding estimate to provide FM Pandemic services.</p>		<p>Update listings as needed</p> <p>Implement FM Pandemic Plans.</p> <p>Revise and update FM plans as needed,</p> <p>Order FM Personal Protective Equipment.</p> <p>Order critical supplies, e.g. disinfectant, etc.</p> <p>Identify funding source and secure.</p> <p>Update plan to request regulatory deadline relief.</p> <p>Revise and update plans as needed.</p> <p>Revise and update Plan.</p>	<p>Update listings as needed</p> <p>Implement FM Pandemic Plans.</p> <p>Revise and update FM plans as needed,</p> <p>Implement FM Pandemic Plans.</p> <p>Distribute FM Personal Protective Equipment</p> <p>Implement new or supplement new or supplement contracts on an as needed basis.</p> <p>Implement plans that require additional funding (e.g. supplies, etc.).</p> <p>Update plan to request regulatory deadline relief.</p> <p>Revise and update plans as needed.</p> <p>Implement plans as needed.</p> <p>Implement training plan.</p>	<p>Monitor critical function staffing; report staffing shortages to designated official.</p> <p>Assess the need to release non-critical staff from duties to reduce the risk of infection of critical staff.</p> <p>Implement FM Pandemic Plans.</p> <p>Implement bench strength staffing plans as needed.</p> <p>Implement contingency plan as required.</p> <p>Implement plans and adjust are requested.</p> <p>Close Live wells and Food Services Areas, as directed.</p> <p>Implement use if FM employee Personal Protective equipment.</p> <p>Implement use of critical supplies to support FM Pandemic Plan</p> <p>Implement new or supplement contracts on an as needed basis.</p> <p>Monitor budget provided for FM Pandemic Services.</p> <p>Continue implementing plan as needed</p> <p>Continue implementing training plan as needed.</p>			<p>Resume normal operations</p> <p>Report</p> <p>Resume normal compliance.</p>

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FACILITIES MANAGEMENT (CONT.)	<p>Develop FM plan to request regulatory deadline relief. Identify a threshold for seeking such relief and a plan of action to obtain it.</p> <p>Develop FM plans to coordinate with State and local governmental authorities.</p> <p>Develop Pandemic Services training plan, as appropriate including employee responsibilities.</p> <p>CORE TEAM: Coordinate with Core Team in development of Pandemic Supplies for employees and buildings. Review</p> <ul style="list-style-type: none"> Overall facilities Mission critical facilities Non critical facilities <p>Coordinate with Core Team and Communications organization in development of Communications Plan.</p> <p>Coordinate with Core Team in the development of posters interior and exterior signage.</p> <p>Participate in table top exercises.</p>		<p>CORE TEAM: FM to notify Core Team of quantities of equipment materials and supplies need to support FM Pandemic Plan.</p> <p>Reinforce corporate Communication Plan.</p> <p>Provide regular communication to all staff with the latest medical advisories and emphasize adherence to actions suggested. This includes actions to be taken to prevent the spread of the influenza.</p> <p>Review plan to distribute posters and signage.</p> <p>Review plan to schedule posters and signage.</p>	<p>CORE TEAM: FM to notify Core Team of quantities of equipment materials and supplies need to support FM Pandemic Plan.</p> <p>Reinforce corporate Communication Plan.</p> <p>Provide regular communication to all staff with the latest medical advisories and emphasize adherence to actions suggested. This includes actions to be taken to prevent the spread of the influenza.</p> <p>Post personal protection techniques such as hand washing and social distance information in all washrooms and common areas (kitchen, break rooms, etc.)</p>	<p>CORE TEAM: Monitor Pandemic equipment materials and supplies.</p> <p>Reinforce corporate Communications Plan.</p> <p>Advise employees to contact their doctors.</p> <p>Provide regular communications to all staff with the latest medical advisories and emphasize adherence to action suggested.</p> <ul style="list-style-type: none"> This includes action to be taken to prevent the spread of the influenza. <p>Keep staff informed if supplies from infected areas need to be restricted.</p> <p>Post personal protection techniques such as hand washing and social distance information in all washrooms and common areas (kitchen, break rooms, etc.)</p> <p>Post any additional interior and/or exterior signage as required.</p>			<p>CORE TEAM: Resume normal operations</p> <p>Reinforce corporate Communications Plan and discontinue as appropriate</p> <p>Discontinue and Remove as appropriate.</p>